

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: **DNR05824314**  
POSITION NO: 245174  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 07/19/22  
CLOSING DATE: 08/01/2022 by 5 pm

**Office Assistant**

DEPARTMENT NAME / WORKSITE: DNR/Parks & Recreation Department/NN Museum- Window Rock, AZ

WORK DAYS: <u>Monday - Friday</u>	REGULAR FULL TIME: <input type="checkbox"/>	GRADE/STEP: <u>BQ56A</u>
WORK HOURS: <u>8:00 am - 5:00 pm</u>	PART TIME: <input type="checkbox"/>	NO. OF HRS./WK.: _____ \$ <u>23,155.92</u> PER ANNUM
SENSITIVE <input type="checkbox"/>	SEASONAL: <input type="checkbox"/>	DURATION : _____ \$ <u>11.09</u> PER HOUR
NON-SENSITIVE <input checked="" type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/>	<u>4 Months</u>

**DUTIES AND RESPONSIBILITIES:**

Under general supervision will be answering phone calls and greet visitors; refer calls or visitors to appropriate staff and/or museum/parks; log in all incoming and outgoing mail, distribute to the appropriate staff or department; prepare correspondence, financial documents and forms; maintain files for correspondence, financial documents and daily visitation records; make travel arrangement for administrative staff by making lodging and flight reservation; schedule meetings and locations for meeting; responds to requests for museum information, park brochures and information pertaining to tribal parks; obtain quotes for supplies, materials, and equipment for museum/tribal parks daily operations; follows up on financial documents for payments with Navajo Financial Services; records on completed payments and close out of purchases for financial documents into database. Responsible for providing answers to visitors questions concerning the museum and park areas, recreational opportunities, concession-operated facilities and services and campground availability; distribute maps, brochures and other printed materials; provides direction and routes of travel through the area; inform visitors of potential safety hazards; evaluates problems and make recommendations, provides customer service in providing appropriate information on tribal parks and operation to the public, visitors and vendors.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- A high school diploma/GED; and one (1) year of general office, customer service or related experience; or an equivalent combination of education and experience

**Special Requirements:**

- Possess a valid state driver's license.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of basic clerical and office support practices and procedures; computer software, word processing, spreadsheet applications; skill in preparing a variety of records, reports, and correspondence using computer software; skill in maintaining files and records; skill in following oral and written instructions; operating office equipment, includes computer programs; skill in English composition, grammar, and punctuation; establishing and maintaining effective working relationships; special skills and knowledge of the Navajo Nation Museum and Parks and Recreation and including the operation of Tribal Parks and Recreation areas.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**